



Montana Office of Public Instruction School Nutrition Programs



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LEARNING OBJECTIVES



- ✓ Understand FFVP Regulations
- ✓ Understand Monthly Reports and Claims
- ✓ Identify Ways to Successfully Promote Your Program
- ✓ Sharing Best Practices

WHAT IS THE FFVP?

- The Fresh Fruit and Vegetable Program (FFVP) is a USDA funded program that provides free fresh fruits and vegetables to children in participating elementary schools throughout the school day.
- USDA Fresh Fruit and Vegetable Program: A Handbook for Schools
 - <http://opi.mt.gov/pdf/SchoolFood/FFVP/FVPHandbook.pdf>



FFVP PROGRAM PURPOSE

Create healthier school environments by providing healthier food choices

1. Expand the variety of fruits and vegetables children experience
2. Increase children's fruit and vegetable consumption
3. Make a difference in children's diets to impact their present and future health

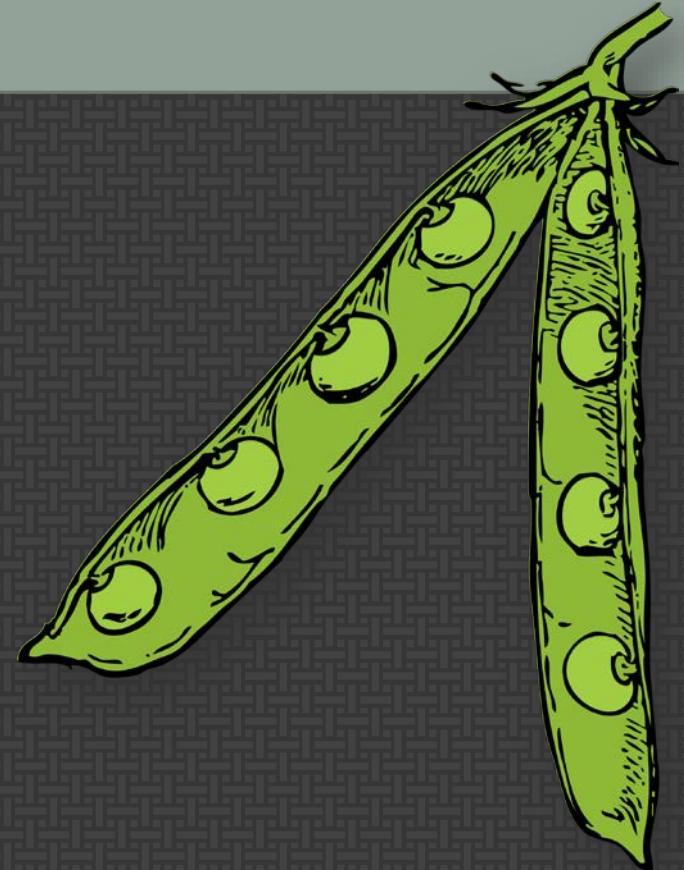
PROGRAM PROCESS

- Planning (menu, budget, etc.)
- Coordinate/Communicate
- Ordering
- Deliveries
- Storage in schools
- Methods of distribution
- Clean up
- Claim submission



USDA GUIDELINES

- Create an implementation plan
- All enrolled students can participate
- Teachers and administrators encouraged to participate
- Serving sizes can vary
- Serve at least 2 days/week
- Cannot be served at same time as meal periods



FUNDS CANNOT BE USED FOR:

- Processed or preserved fruits or vegetables (canned/frozen)
- Fruits or vegetables that are soaked or processed with artificial flavors
- Dips for fruits
- Dried fruits and vegetables or fruit leather or jellied fruit, fruit drops or fruit strips.
- Fruit or vegetable juice, including 100% juice or carbonated fruit

FUNDS CANNOT BE USED FOR:

- Pre-made salsa
- Trail mixes or fruit mixtures, nuts
- Cottage cheese
- Fruit desserts such as fruit pizzas made with cookie dough crust and fruit tarts
- Smoothies
- Nutrition education and promotion materials

REMEMBER...

- Dips for vegetables are allowable.
- Use the common serving size for dips (usually no more than 1 tbsp).
- Fresh vegetables that are cooked- requires a nutrition lesson.
 - Sweet potato
 - Squash





BUDGET & CLAIMS

Budget

Types of Costs

Monthly Reports and Claims

FFVP Monthly Claim



BUDGET

- \$50-\$75 per student per year

Check CNPWeb to see current allocation.

- **FFVP allocation is divided into two periods:**

Period 1: July 1 – September 30

Use in August and September.

Period 2: October 1- June 30

Use in the remaining months of the school year.

School Nutrition Programs

- ☐ National School Lunch Program
- ☐ School Breakfast Program
- Afterschool Snack Program
- Special Milk Program
- ☐ Summer Food Service Program
- ☐ USDA Food Program
- DOD Fresh Program
- ☐ Fresh Fruit and Vegetable Program
- ☐ Montana Team Nutrition Program
- OPI Cooperative Purchase Program

▼ RELATED LINKS

- [2015 School Lunch Participation Fact Sheet](#)
- [Montana SNAP, TANF, and Health Coverage Assistance Application](#)
- [School Nutrition Programs 2014 Annual Report](#)
- [School Nutrition Programs Brochure](#)
- [USDA Policy](#)




The School Nutrition Programs unit administers school-based child nutrition programs throughout Montana on behalf of the Office of Public Instruction's Health Enhancement Services.

[CLICK HERE FOR THE SCHOOL YEAR 2015-16 ADMINISTRATIVE REVIEW](#)

School Year 2015-16 Program Requirements and Guidelines


☐ FOOD SERVICE

☐ COMMUNITY ELIGIBILITY PROVISIONS

☐ CURRENT EVENTS & TRAINING

☐ DIRECT CERTIFICATION

☐ FARM TO SCHOOL

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Welcome to ...

- Program Administration
- Food Safety
- Buying Local Produce
- Program Promotion
- Nutrition Education
- ☐ School Nutrition

▼ RELATED LINKS

- [USDA Fresh Fruit and Vegetable Program](#)
- [USDA Team Nutrition](#)
- [Fruits and Veggies - More Matters](#)
- [MyPyramid.gov](#)
- [America's Let's Move! Campaign](#)
- [Fruit and Vegetable Calendar](#)
- [Fruits & Vegetables Galore](#)

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School Nutrition Programs Fresh Fruit and Vegetable Program

The Fresh Fruit and Vegetable Program (FFVP) is a USDA funded program that provides free fresh fruits and vegetables to children in participating elementary schools throughout the school day.

The goal of the FFVP is to:

- Create healthier school environments by providing healthier food choices.
- Expand the variety of fruits and vegetables children experience.
- Increase children's fruit and vegetable consumption.
- Create an opportunity to provide nutrition education.
- Positively influence children's life-long eating habits.
- Combat childhood obesity.

Use the buttons to the left to view valuable resources on making the FFVP a success at your school.


For more information about the FFVP, contact OPI School Nutrition Programs locally at 406-444-2501



Last Modified: Monday, 05-Oct-2015 11:44:41 MDT

"The Montana Office of Public Instruction provides vision, advocacy, support and leadership for schools and communities to ensure that tomorrow's opportunities."

The Montana Office of Public Instruction, Denise Juneau, Superintendent - P.O. Box 202501 Helena, Montana 59620-2501 - In-State Toll

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Program Administration

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The program is geared toward elementary schools with the highest proportion of free and reduced lunch enrollment, especially those at 50 percent and higher. Total enrollment of all schools selected in the state must result in a per-student allocation of \$50 to \$75.

TO VIEW YOUR SCHOOL'S ALLOCATION AMOUNT, [CLICK HERE.](#)

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Information on implementing the FFVP at your school.

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Features informative webcasts, administrative and promotional resources from USDA and other states, and FFVP photo gallery.

[FFVP Claim Form](#)
Use this form to detail your monthly FFVP expenses and keep on file. Do not submit to OPI.

[FFVP Equipment Request Form](#)
FFVP administrative funds may be used to purchase large equipment (such as a serving cart or cooling unit.) Purchase of large equipment requires written support.

[FFVP 2015-16 Budget Worksheet](#)
Template for tracking operating and administrative costs.

[FFVP 2014-15 Training Power Point](#)





School Lunch Agreement	District	School Name	School Code	Enrollment	Total Allocation			1st Quarter (July 1 - Sept 30)			2nd - 4th Quarter (Oct 1 - June 30)		
					\$ Total Allocation	Operational	Administrative 10%	\$ Allocation	Operational	Administrative 10%	\$ Allocation	Operational	Administrative 10%
31-0577	Alberton K-12 Schools	Alberton School	0765	79	\$4,413.50	\$ 3,972.15	\$ 441.35	\$1,142.36	\$ 1,028.12	\$ 114.24	\$ 3,271.15	\$ 2,944.03	\$ 327.11
12-0236	Anaconda Elementary	Lincoln School	0322	248	\$13,855.04	\$ 12,469.54	\$ 1,385.50	\$3,586.13	\$ 3,227.52	\$ 358.61	\$ 10,268.91	\$ 9,242.02	\$ 1,026.89
12-0236	Anaconda Elementary	W K Dwyer Primary	0321	266	\$14,860.65	\$ 13,374.59	\$ 1,486.07	\$3,846.41	\$ 3,461.77	\$ 384.64	\$ 11,014.24	\$ 9,912.81	\$ 1,101.42
24-0474	Arlee Elementary	Arlee Elementary	0628	255	\$14,246.11	\$ 12,821.50	\$ 1,424.61	\$3,687.35	\$ 3,318.62	\$ 368.74	\$ 10,558.76	\$ 9,502.89	\$ 1,055.88
34-1215	Arrowhead School	Arrowhead Elementary	1564	33	\$1,843.61	\$ 1,659.25	\$ 184.36	\$477.19	\$ 429.47	\$ 47.72	\$ 1,366.43	\$ 1,229.79	\$ 136.64
44-0800	Ashland Elementary	Ashland School	1043	69	\$3,854.83	\$ 3,469.35	\$ 385.48	\$997.75	\$ 897.98	\$ 99.78	\$ 2,857.08	\$ 2,571.37	\$ 285.71
25-0498	Auchard Creek Elementary	Auchard Creek School	0671	8	\$446.94	\$ 402.24	\$ 44.69	\$115.68	\$ 104.11	\$ 11.57	\$ 331.26	\$ 298.13	\$ 33.13
14-1218	Ayers Elementary	Ayers School	1580	7	\$391.07	\$ 351.96	\$ 39.11	\$101.22	\$ 91.10	\$ 10.12	\$ 289.85	\$ 260.86	\$ 28.98
08-0137	Big Sandy Elementary	F E Miley School	0197	98	\$5,474.98	\$ 4,927.48	\$ 547.50	\$1,417.10	\$ 1,275.39	\$ 141.71	\$ 4,057.88	\$ 3,652.09	\$ 405.79
15-0331	Bigfork High School	Bigfork School	0442	425	\$23,743.52	\$ 21,369.17	\$ 2,374.35	\$6,145.59	\$ 5,531.03	\$ 614.56	\$ 17,597.94	\$ 15,838.14	\$ 1,759.79
56-0966	Billings High School	Beartooth Elementary	1559	515	\$28,771.56	\$ 25,894.41	\$ 2,877.16	\$7,447.00	\$ 6,702.30	\$ 744.70	\$ 21,324.56	\$ 19,192.10	\$ 2,132.46
56-0966	Billings High School	Bench School	1272	407	\$22,737.91	\$ 20,464.12	\$ 2,273.79	\$5,885.30	\$ 5,296.77	\$ 588.53	\$ 16,852.61	\$ 15,167.35	\$ 1,685.26
56-0966	Billings High School	Broadwater School	1255	356	\$19,888.69	\$ 17,899.82	\$ 1,988.87	\$5,147.83	\$ 4,633.05	\$ 514.78	\$ 14,740.86	\$ 13,266.77	\$ 1,474.09
56-0966	Billings High School	Mckinley School	1262	331	\$18,492.01	\$ 16,642.81	\$ 1,849.20	\$4,786.33	\$ 4,307.69	\$ 478.63	\$ 13,705.69	\$ 12,335.12	\$ 1,370.57
56-0966	Billings High School	Miles Avenue School	1263	307	\$17,151.20	\$ 15,436.08	\$ 1,715.12	\$4,439.28	\$ 3,995.35	\$ 443.93	\$ 12,711.92	\$ 11,440.73	\$ 1,271.19
56-0966	Billings High School	Newman School	1275	312	\$17,430.54	\$ 15,687.48	\$ 1,743.05	\$4,511.58	\$ 4,060.42	\$ 451.16	\$ 12,918.96	\$ 11,627.06	\$ 1,291.90
56-0966	Billings High School	Orchard School	1265	375	\$20,950.17	\$ 18,855.15	\$ 2,095.02	\$5,422.58	\$ 4,880.32	\$ 542.26	\$ 15,527.59	\$ 13,974.83	\$ 1,552.76
56-0966	Billings High School	Ponderosa School	1480	315	\$17,598.14	\$ 15,838.33	\$ 1,759.81	\$4,554.96	\$ 4,099.47	\$ 455.50	\$ 13,043.18	\$ 11,738.86	\$ 1,304.32
56-0966	Billings High School	Washington School	1270	264	\$14,748.92	\$ 13,274.03	\$ 1,474.89	\$3,817.49	\$ 3,435.74	\$ 381.75	\$ 10,931.42	\$ 9,838.28	\$ 1,093.14
32-0590	Bonner Elementary	Bonner School	0794	284	\$15,866.26	\$ 14,279.63	\$ 1,586.63	\$4,106.70	\$ 3,696.03	\$ 410.67	\$ 11,759.56	\$ 10,583.61	\$ 1,175.96
22-0456	Boulder	Boulder Elementary	0610	134	\$7,486.19	\$ 6,737.57	\$ 748.62	\$1,937.67	\$ 1,743.90	\$ 193.77	\$ 5,548.53	\$ 4,993.67	\$ 554.85
21-0425	Box Elder	Box Elder Elem	0570	234	\$13,072.90	\$ 11,765.61	\$ 1,307.29	\$3,383.69	\$ 3,045.32	\$ 338.37	\$ 9,689.22	\$ 8,720.30	\$ 968.92
16-0351	Bozeman High School	Whittier School	0471	252	\$14,078.51	\$ 12,670.66	\$ 1,407.85	\$3,643.97	\$ 3,279.57	\$ 364.40	\$ 10,434.54	\$ 9,391.09	\$ 1,043.45
05-0059	Bridger	Bridger School	0085	109	\$6,089.51	\$ 5,480.56	\$ 608.95	\$1,576.16	\$ 1,418.55	\$ 157.62	\$ 4,513.35	\$ 4,062.02	\$ 451.34
43-0783	Brockton	Barbara Gilligan School	1025	90	\$5,028.04	\$ 4,525.24	\$ 502.80	\$1,301.42	\$ 1,171.28	\$ 130.14	\$ 3,726.62	\$ 3,353.96	\$ 372.66
18-0400	Browning	Babb Elementary School	0537	24	\$1,340.81	\$ 1,206.73	\$ 134.08	\$347.04	\$ 312.34	\$ 34.70	\$ 993.77	\$ 894.39	\$ 99.38
18-0400	Browning	Browning Elementary	1840	301	\$16,816.00	\$ 15,134.40	\$ 1,681.60	\$4,352.52	\$ 3,917.27	\$ 435.25	\$ 12,463.48	\$ 11,217.13	\$ 1,246.35
18-0400	Browning	De La Salle Blackfeet School	5027	70	\$3,910.70	\$ 3,519.63	\$ 391.07	\$1,012.21	\$ 910.99	\$ 101.22	\$ 2,898.48	\$ 2,608.64	\$ 289.85
18-0400	Browning	K W Bergan School	0538	171	\$9,553.28	\$ 8,597.95	\$ 955.33	\$2,472.69	\$ 2,225.42	\$ 247.27	\$ 7,080.58	\$ 6,372.52	\$ 708.06
18-0400	Browning	Napi School	0539	449	\$25,084.33	\$ 22,575.90	\$ 2,508.43	\$6,492.63	\$ 5,843.37	\$ 649.26	\$ 18,591.70	\$ 16,732.53	\$ 1,859.17
18-0400	Browning	Vina Chattin School	1485	174	\$9,720.88	\$ 8,748.79	\$ 972.09	\$2,516.07	\$ 2,264.47	\$ 251.61	\$ 7,204.80	\$ 6,484.32	\$ 720.48
47-0840	Butte	Emerson School	1085	393	\$21,955.77	\$ 19,760.20	\$ 2,195.58	\$5,682.86	\$ 5,114.57	\$ 568.29	\$ 16,272.92	\$ 14,645.62	\$ 1,627.29
47-0840	Butte	Kennedy School	1095	301	\$16,816.00	\$ 15,134.40	\$ 1,681.60	\$4,352.52	\$ 3,917.27	\$ 435.25	\$ 12,463.48	\$ 11,217.13	\$ 1,246.35
47-0840	Butte	West Elementary School	1642	572	\$31,955.99	\$ 28,760.39	\$ 3,195.60	\$8,271.23	\$ 7,444.11	\$ 827.12	\$ 23,684.75	\$ 21,316.28	\$ 2,368.48
47-0840	Butte	Margaret Leary School	1569	288	\$16,089.73	\$ 14,480.75	\$ 1,608.97	\$4,164.54	\$ 3,748.08	\$ 416.45	\$ 11,925.19	\$ 10,732.67	\$ 1,192.52
07-0104	Centerville Elementary	Centerville School	0160	128	\$7,150.99	\$ 6,435.89	\$ 715.10	\$1,850.91	\$ 1,665.82	\$ 185.09	\$ 5,300.08	\$ 4,770.08	\$ 530.01
24-1205	Charlo Elementary	Charlo School	0635	149	\$8,324.20	\$ 7,491.78	\$ 832.42	\$2,154.57	\$ 1,939.11	\$ 215.46	\$ 6,169.63	\$ 5,552.67	\$ 616.96
32-0595	Clinton Elementary	Clinton School	0799	135	\$7,542.06	\$ 6,787.85	\$ 754.21	\$1,952.13	\$ 1,756.91	\$ 195.21	\$ 5,589.93	\$ 5,030.94	\$ 558.99
15-0313	Columbia Falls	Glacier Gateway Elem	0418	477	\$26,648.61	\$ 23,963.75	\$ 2,684.86	\$6,897.52	\$ 6,207.76	\$ 689.75	\$ 19,751.10	\$ 17,775.99	\$ 1,975.11
15-0313	Columbia Falls	Ruder Elementary	1571	466	\$26,034.07	\$ 23,430.67	\$ 2,603.41	\$6,738.45	\$ 6,064.61	\$ 673.85	\$ 19,295.62	\$ 17,366.06	\$ 1,929.56
37-0674	Conrad Elementary	Prairie View 3-5	0892	130	\$7,262.72	\$ 6,536.45	\$ 726.27	\$1,879.83	\$ 1,691.84	\$ 187.98	\$ 5,382.90	\$ 4,844.61	\$ 538.29
37-0674	Conrad Elementary	Meadowlark K-2 School	1546	128	\$7,150.99	\$ 6,435.89	\$ 715.10	\$1,850.91	\$ 1,665.82	\$ 185.09	\$ 5,300.08	\$ 4,770.08	\$ 530.01
41-0731	Corvallis K-12	Edna Thomas School	0963	186	\$10,391.28	\$ 9,352.15	\$ 1,039.13	\$2,689.60	\$ 2,420.64	\$ 268.96	\$ 7,701.69	\$ 6,931.52	\$ 770.17
43-0778	Culbertson High	Culbertson School	1017	180	\$10,056.08	\$ 9,050.47	\$ 1,005.61	\$2,602.84	\$ 2,342.55	\$ 260.28	\$ 7,453.24	\$ 6,707.92	\$ 745.32
41-0740	Darby	Darby School	0973	188	\$10,503.02	\$ 9,452.72	\$ 1,050.30	\$2,718.52	\$ 2,446.67	\$ 271.85	\$ 7,784.50	\$ 7,006.05	\$ 778.45
39-0712	Deer Lodge Elementary	O D Speer School	0939	319	\$17,821.61	\$ 16,039.45	\$ 1,782.16	\$4,612.80	\$ 4,151.52	\$ 461.28	\$ 13,208.80	\$ 11,887.92	\$ 1,320.88
14-0281	Denton Elementary	Denton School	0380	24	\$1,340.81	\$ 1,206.73	\$ 134.08	\$347.04	\$ 312.34	\$ 34.70	\$ 993.77	\$ 894.39	\$ 99.38
32-0592	DeSmet	DeSmet School	0796	85	\$4,748.70	\$ 4,273.83	\$ 474.87	\$1,229.12	\$ 1,106.21	\$ 122.91	\$ 3,519.59	\$ 3,167.63	\$ 351.96
45-0809	Dixon	Dixon Elem	1052	42	\$2,346.42	\$ 2,111.78	\$ 234.64	\$607.33	\$ 546.60	\$ 60.73	\$ 1,739.09	\$ 1,565.18	\$ 173.91
36-0647	Dodson	Dodson School	0862	40	\$2,234.68	\$ 2,011.22	\$ 223.47	\$578.41	\$ 520.57	\$ 57.84	\$ 1,656.28	\$ 1,490.65	\$ 165.63
20-0419	Drummond Elementary	Drummond School	0563	76	\$4,245.90	\$ 3,821.31	\$ 424.59	\$1,098.96	\$ 989.08	\$ 109.90	\$ 3,146.93	\$ 2,832.23	\$ 314.69

The approximate per student allocation is \$55.87

TYPES OF COSTS

Operating Costs

- Produce, low or non-fat dips, non-food items (napkins), value added services, labor directly related to prep/serving/clean-up.

Administrative Costs

- Limited to 10% of your school's total FFVP grant allocation per funding period.
- Equipment, labor not related directly to prep and service of fruits and vegetables.



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Welcome to ...

Program Administration

Food Safety

Buying Local Produce

Program Promotion

Nutrition Education

☒ School Nutrition

▼ RELATED LINKS

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Template for tracking operating and administrative costs.

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Fresh Fruit and Vegetable Program Equipment Request

FFVP administrative funds may be used to purchase large equipment (such as a serving cart or cooling unit.) Purchase of large equipment requires written support. Small equipment purchases (disposable supplies) do not require written request and should be recorded as an expenditure of operational funds.

Please complete mail request to OPI School Nutrition Programs, PO Box 202501, Helena, MT 59620 or fax to 406-444-2955 prior to the purchase of large equipment with FFVP funds.

School District:	
Agreement Number:	
Site Name(s):	
Equipment:	
Total Cost/FFVP Use: List the total cost of equipment. If other programs will be using equipment and sharing cost, please include percentage of FFVP use and cost.	
Justification: Explain why the equipment is needed and why current equipment will not be sufficient.	

School Food Authority Authorized Representative*	Office of Public Instruction
Submitted By (signature)	Approved By (signature)
Title	Christine Emerson Director School Nutrition Programs
Date	Date

*Authorized Representative is the person designated and authorized by the governing board to enter into contracts on behalf of the Local Agency and must be responsible to the Office of Public Instruction, School Nutrition Programs for all administrative and operational terms of the School Nutrition Programs. The Authorized Representative is usually represented as the district Superintendent or other AR designated official.



G34							
	A	B	C	D	E	F	G
1	Fresh Fruit and Vegetable Program (FFVP) Budget: School Name:						
2							
3	Total Amount July - September 2015			\$			
4		Operating Budget:		\$	Administrative Budget:		\$
5	Year	Month	# OP Days	Operating Costs	Administrative Costs 10%	Total Allocation Spent	Allocation Remaining
6	2015	September		\$	\$	\$ -	#VALUE!
7				\$	\$	\$ -	#VALUE!
8				\$ -	\$ -	\$ -	#VALUE!
9				\$ -	\$ -	\$ -	#VALUE!
10				\$ -	\$ -	\$ -	#VALUE!
11		Total		\$ -	\$ -	\$ -	#VALUE!
12							
13							
14							
15	Total Amount for October 2015 - June 2016			\$			
16		Operating Budget:		\$	Administrative Budget:		\$
17	Year	Month	# OP Days	Operating Costs	Administrative Costs 10%	Total Allocation Spent	Allocation Remaining
18	2015	October		\$	\$	\$ -	#VALUE!
19	2015	November		\$ -	\$ -	\$ -	#VALUE!
20	2015	December		\$ -	\$ -	\$ -	#VALUE!
21	2016	January		\$ -	\$ -	\$ -	#VALUE!
22	2016	February		\$ -	\$ -	\$ -	#VALUE!
23	2016	March		\$ -	\$ -	\$ -	#VALUE!
24	2016	April		\$ -	\$ -	\$ -	#VALUE!
25	2016	May		\$ -	\$ -	\$ -	#VALUE!
26		Total		\$ -	\$ -	\$ -	#VALUE!
27							
28							
29							
30	# OP = Operating days						
31							
32	Total Allocation Spent = Operating Costs + Administrative Costs						
33							
34							
35							
36							
37							

MONTHLY REPORTS & CLAIMS

- Use FFVP Summary Forms to track monthly expenses
- **KEEP ALL INVOICES AND RECEIPTS ON FILE.**
- Submit FFVP claim monthly for reimbursement on CNPweb.
- Claims due by the 10th of each month.

For purchasing and claiming:

- Revenue Code 4552
 - Expenditure Code 460
- CFDA 10.582



Monthly Claim for Reimbursement

Name and Address of School District	2. Telephone: Area Number	5. Number of Schools in FFYP
	3. School Year	6. Month
	4. Fiscal Year Funds	7. Days of Operation in Claim Month

— Fruits/Vegetables \$_____

- Labor \$

-- Small supplies/other \$

TOTAL OPERATING COSTS \$ _____

ADMINISTRATIVE COSTS \$

SIGNATURE

Food Service Director _____ Date _____

District Clerk/Secretary _____ Date _____

Retain in your School District Files

Claims are due by the 10th of the month following the claim month

and will be paid during the month of submission.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

Participating School	Month/Year
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PER SCHOOL OPERATING COSTS: Product Description	Size/Weight of Shipping Unit	Number of Units	Cost Per Unit	Cost Fruit
Fruits				
			+ Delivery/Fuel Charges	
			Total Cost of Fruit	
PER SCHOOL OPERATING COSTS: Product Description	Size/Weight of Shipping Unit	Number of Units	Cost Per Unit	Cost Vegetables
Vegetables				
			+ Delivery/Fuel Charges	
			Total Cost of Vegetables	
OPERATING COSTS:				
Total Fruits &Vegetables with Delivery/Fuel Charges Cost _____				



Site Claim

Fresh Fruit and Vegetable Program

Description	Amount	Description	Amount
(13) Administrative Cost Amount	57.94	Days of Operation	27
(14) Operating Cost Amount	4,294.58		
(15) Total Claim Amount	4,352.52		
Available Balance		Jul 2015 - Sep 2015	Oct 2015 - Jun 2016
		0.00	12,463.48

Sponsor Claim

Fresh Fruit and Vegetable Program

Description	Amount	Description	Amount
(15) Administrative Cost Amount	291.18	Days of Operation	27
(16) Operating Cost Amount	16,901.98	Operating Sites	6
(17) Total Claim Amount	17,193.16		



PROCUREMENT

Buying Produce

Buying Local Produce

Finding Local Produce

MT Seasonal Food Chart

BUYING PRODUCE

- Buy American, Seasonal Produce
- Local Grocery stores
- Local growers- Farm to Cafeteria Network
- Farmer's Market
- Vendors/Distributors
- Follow appropriate procurement procedures
- *Remember* produce purchased for the FFVP must not be used in the NSLP or SBP



BUYING LOCALLY FOR FFVP

The FFVP is a great way to get local food into your classrooms and cafeteria!



United States Department of Agriculture



10 FACTS ABOUT LOCAL FOOD IN SCHOOL CAFETERIAS

1. USDA supports and encourages the procurement of local foods.

In USDA's vision, child nutrition programs championing U.S. agriculture and proudly promoting locally sourced foods are the norm, not the exception.

2. The definition of "local" is different from district to district.

Definitions for local vary widely depending on the unique geography and climate where a school is located and on the abundance of local food producers and manufacturers. Many schools define local as within a certain number of miles from the school, within the county, or within the state. Alternatively, definitions might include more than one state (i.e., Georgia, Alabama, and Florida) or discrete parts of several states (i.e., specific counties in southwest Washington, northeast Oregon, and Idaho). In addition, many schools use different definitions of local depending on the product or season.

3. Many local products are easy to find and source.

Some products are more likely to be local than others. For example, fluid milk is produced in almost every state. Since milk is perishable and expensive to transport, milk on school menus is often local. Similarly, schools in California serving avocado are likely using local avocados, while schools in Florida probably serve local citrus. Local products that are unique and/or abundant in a region are generally easier to find and source.

4. Food distributors and food service management companies can be great partners for local sourcing.

Increasingly schools are including expectations regarding local sourcing in their contracts with food service management companies and/or distributors. Even without contractual obligations regarding local, many distributors already offer local products so all a school needs to do is find out what items on the contracted list are local and order those products. This approach is a very easy way to bring local products into schools without creating separate distribution channels.

5. Locally sourced fruits and vegetables are available through the DoD Fresh Program.

Schools can elect to spend a portion of their USDA Foods entitlement money on fresh fruits and vegetables through the DoD Fresh Fruit and Vegetable Program, operated by the Department of Defense. To supply fresh fruits and vegetables to schools, DoD contracts with over 45 produce vendors across the country. DoD Fresh vendors often have local products and they identify them as such in the FFAVORS catalog.





United States Department of Agriculture

6. The small purchase threshold determines whether to use a formal or informal procurement method and is key to understanding options for buying local.

The federal small purchase threshold is \$150,000, however, state and local regulations often set lower small purchase thresholds and schools must follow the most restrictive threshold. If the value of a procurement is over the small purchase threshold, schools must use one of the formal procurement methods (invitation for bid (IFB) or request for proposal (RFP)). If the value of the procurement falls below the small purchase threshold, schools can use the informal procurement method when buying local products.

7. Schools are free to choose from three or more local vendors in an informal procurement.

When the value of a purchase falls below the small purchase threshold, schools can get quotes exclusively from local producers instead of issuing a formal IFB or RFP.

8. Certain product specifications can help when sourcing local foods.

Product specifications, either required or preferred, may be written for a wide variety of qualitative factors designed to complement a preference for local products. For example, including a specification that foods be fresh (harvested within a day or two of delivery) may increase the likelihood that a local vendor will win the contract. Similarly, specifications related to specific varieties can have the same effect. For example, schools can opt to purchase a type of seafood unique to the region or a variety of apple only grown by local farmers.

9. In any solicitation for unprocessed agricultural products, schools can indicate a preference for local foods.

Schools are allowed to indicate a preference for local products when procuring unprocessed locally grown or locally raised agricultural products. The federal regulations do not prescribe the precise way that geographic preference should be applied, or how much preference can be given to local products. Many schools opt to assign extra points in the selection phase to vendors offering local products, making them more competitive.

10. Buying local foods is about more than fruits and vegetables.

Local offerings can span the school meal tray and include everything from the salad bar and fresh fruit and vegetable servings to the wheat in the pizza crust, beans in the chili, rice in the stir fry, turkey in the sandwiches, and cheese in the quesadillas. Local buying includes all types of producers, such as farmers, ranchers, and fishermen, as well as many types of food businesses, including food processors, manufacturers, distributors and other value-added operations that enable school meals to showcase the full range of food products available in their respective regions.



For more information, and to sign up to receive USDA's bi-weekly Farm to School E-letter, please visit www.fns.usda.gov/farmtoschool. Questions? Email us at farmtoschool@fns.usda.gov.

USDA is an equal opportunity provider and employer. Updated June 2015.





Search By:

County:

Categories:

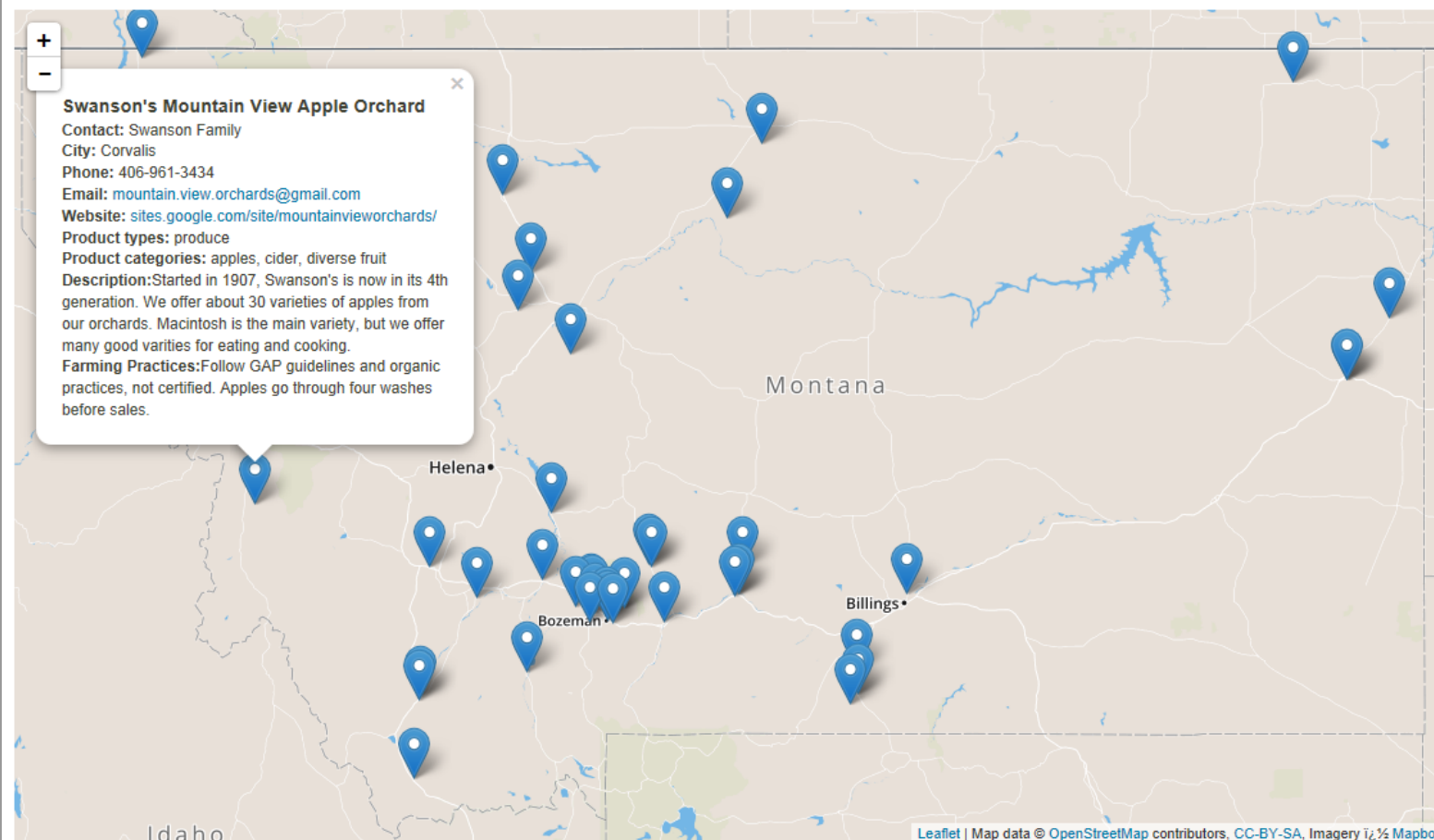
Types:

Keyword:

Search

Reset Search

Click a marker for more information about each producer.



Total Producers Displayed: 51

Farm to Cafeteria Producer Database

The **MONTANA SEASONAL FOOD CHART** shows many of the food items grown or raised in this state that area available throughout the four seasons. For produce, the chart indicates when fresh items may be available and doesn't take into account fruits or vegetables that are available after the harvest season due to canning, freezing or dehydrating.

<u>Winter</u> (Dec. –April)	<u>Spring</u> (May–June)	<u>Summer</u> (July-August)	<u>Fall</u> (Sept.-Nov.)
Barley	Barley	Apricots	Apples
Beef	Beef	Barley	Barley
Beets	Broccoli	Basil	Basil
Buffalo	Buffalo	Beans	Beans
Carrots	Cabbage	Beef	Beef
Cheese	Cauliflower	Beets	Beets
Chicken	Chard	Broccoli	Broccoli
Eggs	Cheese	Buffalo	Buffalo
Garbanzo	Chicken	Carrots	Carrots
Beans	Collards	Cabbage	Cabbage
Garlic	Eggs	Cantaloupe	Cantaloupe
Kamut	Garbanzo	Cauliflower	Cauliflower
Lentils	Beans	Chard	Chard
Milk	Kamut	Cheese	Cheese
Mushrooms	Herbs	Cherries	Cherries
Onions	Kale	Chicken	Chicken
Parsnips	Lentils	Collards	Collards
Pasta	Lettuce	Corn	Corn
Pinto beans	Milk	Cucumbers	Eggs
Pork	Morels	Eggs	Garbanzo
Potatoes	Mushrooms	Garbanzo	Beans
Shallots	Mustard	Beans	Garlic
Sprouts	Greens	Garlic	Kamut
Sunflower	Pasta	Kamut	Herbs
Seed	Peas	Herbs	Kale
Tortillas	Pinto beans	Kale	Leeks
Turkey	Pork	Lentils	Lentils
Wheat	Spinach	Lettuce	Lettuce
Winter	Sprouts	Milk	Milk
Squash	Sunflower	Mushrooms	Mushrooms
Yogurt	Seed	Mustard	Mustard
	Tortillas	Greens	Greens
	Turkey		
	Wheat		
	Yogurt		



NUTRITION EDUCATION & PROGRAM PROMOTION

Program Promotion

Activity Ideas

Nutrition Education Ideas

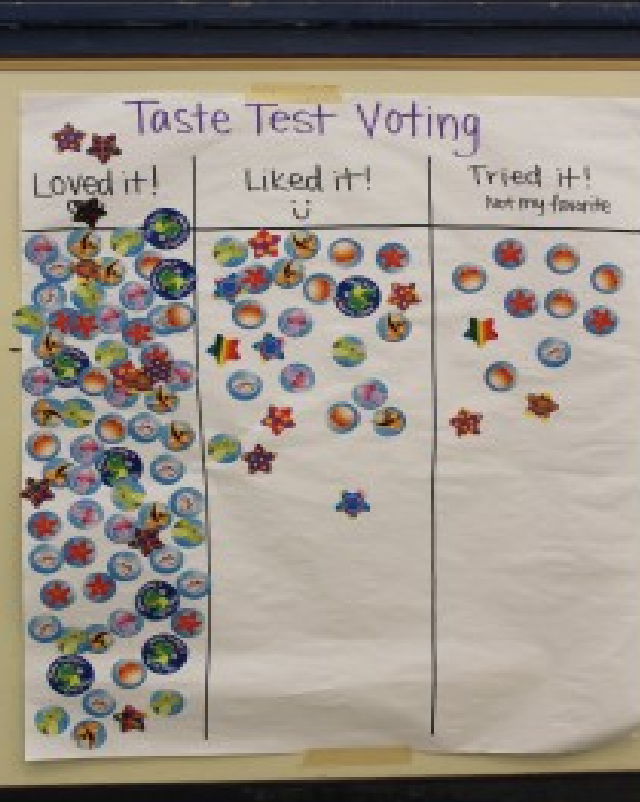
Program Promotion

- Enlist the help of teachers and students for new ideas of what to serve.
- “Snack Facts”
- Coloring/Poster Contests
- Bulletin board, newsletter updates
- Classroom education
- Harvest of the Month



An opportunity to try something new!





NUTRITION EDUCATION

- Announcements
- Book and a basket
- Mystery fruit or vegetable
- Factsheet with a fruit or vegetable
- “Veggie of the Day”
- Fact Sheets
- Recipes
- Coloring Books and Games





BEST PRACTICES

Serving Time
Place
Distribution
Clean Up

BEST PRACTICES:

Serving Time

Any time OTHER than meals service times during the school hours

Distribution Considerations:

- Age/grade
- Time available
- Time required for preparation and service
- Any extra clean-up/garbage disposal
- Staffing issues

*Note that all students must have access to the program, but students are allowed to decline or not participate.



BEST PRACTICES:

Place

Where is the easiest place in your school for children to consume the fresh fruit or vegetables?

- Classrooms
- Hallways
- Snack cart or kiosks (more options?)
- Integrated into nutrition education
- Outside



BEST PRACTICES:

Distribution

- Staff count and place produce in marked containers.
- Cafeteria-central point for pick-up.
- Staff, volunteers, sometime the students, deliver to classroom.
- Teacher distributes to students at optimal time and plans a nutrition lesson.
- “Sample sizes” or taste test to introduce new items
- Purchase and serve students’ favorites, but also introduce new items.



BEST PRACTICES:

Clean Up

- Containers are returned to the cafeteria at the end of the day for sanitation and next-day preparation.
- Plan for one day a week to serve leftovers.
- Trash bags and disinfecting wipes for the classroom.
- Coordinate with school staff to determine best process for clean-up.



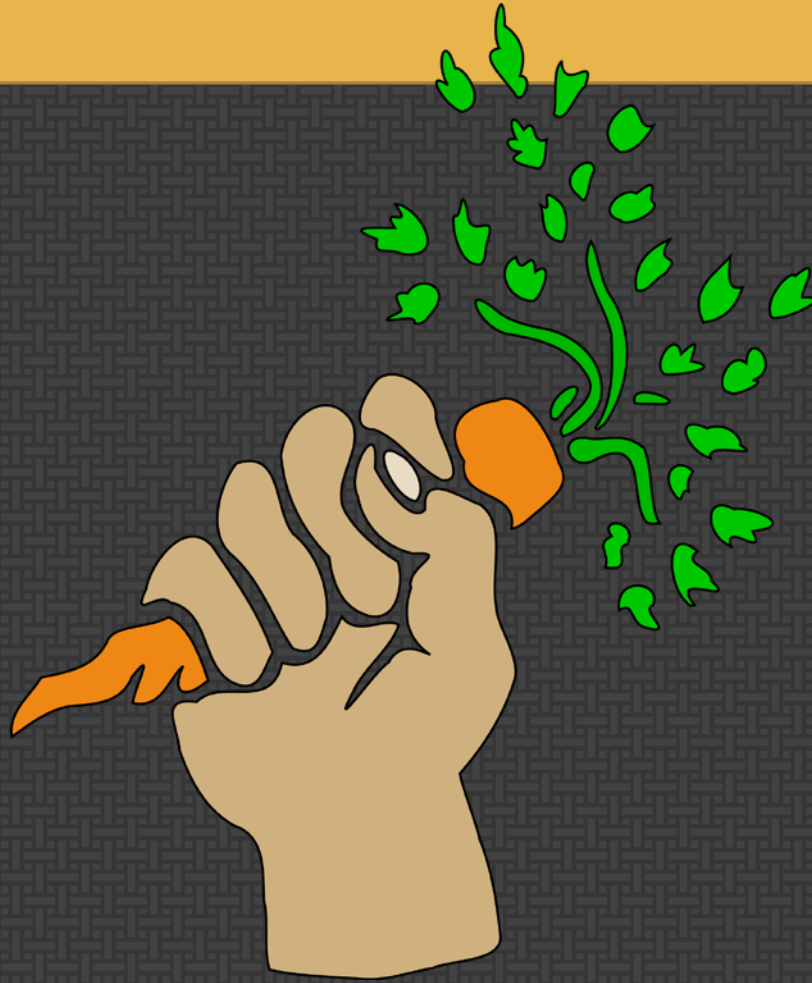


BEST PRACTICES:

Food Safety

- Produce Safety University
 - Best Practices-
 - Handling Fresh Produce in Schools
- HACCP Based Standard Operating Procedures
- Handling Fresh Produce in Classrooms

QUESTIONS?



Professional Standards

This webinar meets 1 hour of continuing education and will meet the following Professional standards codes:

- Nutrition 1000, 1130, 1200, 1210, 1220, 1230, 1300
- Operations 2000, 2230, 2430
- Administration 3000, 3300, 3320,
- Communications and Marketing 4000, 4120